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ABSTRACT

This outline of how to establish and maintain an Asian national union catalog contains basic instruction for the staff and for the participating libraries of one of West Asia's largest union catalogs. It has been prepared to: (1) define and clarify the purposes of the Iranian National Union Catalog; (2) explain the policies and procedures under which it operates, (3) establish uniform entries and cards and (4) describe participation and service. (LI 004244 through 004263 and LI 004265 through 004267 are related.) (Author/NH)

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IRANIAN NATIONAL UNION CATALOG DESCRIPTION AND REGULATIONS

This memo has been prepared to 1) define and clarify the purposes of the Iranian National Union Catalog, 2) explain the policies and procedures under which it operates, 3) establish uniform entries and cards, and 4) describe participation and service.

1. Purpose

   The purpose of the Union Catalog is to maintain a complete, permanent and readily available record of Iranian library material. It covers every title held by twenty one Iranian research libraries. In addition, cards are received for the Iranian holdings of several leading foreign libraries. The catalog can be used by any interested person.

2. Coverage

   a. All subjects

   b. All time periods

   c. Countries

      1) Iranian libraries cover all countries

      2) Foreign libraries cover Iran only

   d. All languages. For material in Cyrillic, Asian, or African national alphabets, card headings contain transliterations into English.

   e. All forms of material--books, serials, pamphlets, reports, microfilms, films, filmstrips, tapes, records, photographs, manuscripts, patents, standards, government documents, etc.

   f. All publishers

   g. All retrospective and current acquisitions

      1) If the participaring library cannot supply duplicates of its cards to cover retrospective holdings, Tebroc will borrow the library's shelf list, a tray at a time, and photocopy the cards.

      2) After the retrospective cards have been obtained, all current acquisitions are covered.

   h. Each edition (but not each printing) of each title.

   i. Material acquired by gift, exchange, or purchase.

   j. Material available for local and inter-library loan as well as material not so available.

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LI 004 264

3. Card Specifications
   a. The Union Catalog consists of trays of white 3" x 5" catalog cards and photocopy slips.
   b. Each cooperating library sends one main entry or shelf list card for every title it acquires.
   c. Normally, each book card contains the publication's author, title, place, publisher, date, pagination, size, series note, call number, subject headings, added entries, and card number.
   d. Normally, each serial card contains title, sponsoring organization, place, publisher, beginning date, size, call number, subject headings, added entries, and card number. It does not necessarily show holdings.
   e. Library of Congress and Tebroc printed cards are preferred. Printed cards from other sources, such as BNB or the H. W. Wilson Company, are preferred to typed cards which in turn are preferred to handwritten cards.
   f. Normally, cards follow the Anglo-American Cataloging Rules.
   g. Each library sends also 1) a revised card for a recataloged title previously reported, with a slip indicating such revision, and 2) a card for each title lost or discarded, suitably marked. The original cards are then weeded out.
4. Shipment
   a. In each cooperating library, cards prepared for the Union Catalog are filed temporarily into a special tray. They are divided into two sets -- Persian Language and Other Languages--and then filed in exact alphabetical order.
   b. On the first day of each Iranian month, or else each quarter, the cumulated cards are addressed to the Union Catalog and sent by registered mail or special messenger.
   c. Libraries sending no cards over a six month period are contacted.
5. Card Receipt
   a. The cards are counted and logged in.
   b. A schedule of codes has been developed to represent Iranian research libraries and Asian, European, and African libraries with strong Iranian collections. For American libraries, the American Union List of Serials code is used. From these schedules, the proper code is stamped on the left margin of each card.
   c. Alphabetization is checked.
   d. Tebroc's own filing code is used for Persian material and the American

Library Association Filing Code for non-Persian material.

e. The entries are checked for conformity with existing policy. Cards which do not conform are changed.

f. All cards are interfiled with the present Union Catalog in two separate alphabets.

g. Of duplicate cards for the same title, only one is retained, normally that printed card which is newest, cleanest and most complete. It must carry the codes of all libraries holding that title.

h. When needed, cross references are made.

i. Complete statistics are kept of input, weeding, and use.

6. Service

a. Through the Iranian Documentation Centre Reference Department, free service is given to search bibliographies, identify and locate titles, complete bibliographic information, ascertain strengths and gaps in book holdings, and arrange inter-library loans.

b. The Union Catalog can be used by phone, letter, telex, cable, or in person.

c. The published catalog and computer tapes will be available for consultation in leading libraries around the world.

d. Complete address, telephone and telex numbers, cable address, and holdings information is maintained for each participating Iranian library and each cooperating foreign library.

7. Publication

a. In the future, Tebroc plans to publish the Union Catalog in quarterly periodical form, with annual and quinquennial cumulations. It will be published in two volumes: i) Persian Language, ii) Other Languages.

b. Cooperating libraries will receive complementary subscriptions and others may receive the printed catalog on exchange or else subscribe at cost.

8. Automation

a. Eventually, each catalog card will be key punched and the complete bibliographic record stored on computer tape. The quarterly printed Catalog will then be published from computer printouts. Also, printouts can be published for specific libraries, subjects, and reference questions.

b. Eventually, these computer tapes will be compatible with those of the Library of Congress and British Museum MARC II projects.

c. Subscriptions to the Catalog on computer tape will be made available at cost.

9. Eligibility to Participate

a. All Iranian academic, research and special libraries are invited to participate.

b. Each library director wishing to do so should send Tehroc an official letter stating this fact and stating his understanding and acceptance of these regulations.

c. Participating libraries should make their holdings available for inter-library loan use, though of course, reference, thesis, rare books, manuscripts, and heavily used material may be withheld from circulation outside the building.

10. Participation

a. At the present time, the Union Catalog contains 250000 cards and slips.

b. The following Iranian libraries are represented:

1) British Institute of Persian Studies Library, Tehran.
2) Central Bank Library, Tehran.
3) French Technical Documentation Center Library, Tehran.
4) Iranian Cultural Foundation Library, Tehran.
5) Iranian Documentation Centre, Tehran.
6) National University of Iran Library, Tehran.
7) Pahlavi University Faculty of Agriculture Library, Shiraz.
8) Pahlavi University Faculty of Arts and Sciences Library, Shiraz.
9) Pahlavi University Asia Institute Library, Shiraz.
10) Pahlavi University Faculty of Engineering Library, Shiraz.
11) Pahlavi University Faculty of Medicine Library, Shiraz.
12) Teachers Training College Library, Tehran.
13) Tehran Book Processing Centre, Tehran.
14) University of Tehran Faculty of Agriculture Library, Tehran (Karaj).
15) University of Tehran Faculty of Business and Public Administration Library, Tehran.
16) University of Tehran Central Library, Tehran.
17) University of Tehran Faculty of Education Library, Tehran.
18) University of Tehran Faculty of Engineering Library, Tehran.
19) University of Tehran Faculty of Forestry Library, Tehran.
20) University of Tehran Faculty of Medicine Library, Tehran.
21) University of Tehran School of Public Health Library, Tehran.

c. The following foreign libraries are represented:

1) Columbia University Middle East Library, New York, N. Y., USA.
2) Royal Ontario Museum Library, Toronto, Ontario, Canada.

3) University of Utah Middle East Centre, Salt Lake City, Utah, USA.

11. The Tebroc Cataloging Department supervises the Union Catalog which has one section head, one assistant section head and two filers. They welcome questions and suggestions designed to improve policies and practices.

9.5.71